



# *STATE OF MISSISSIPPI*

## **ENVELOPES**

**CONTRACT EXTENSION NO. 4 FOR  
CONTRACT NO. - 8200003817  
CONTRACT SMART NO. - 1130-14-C-SWCT-00332**

**DEPARTMENT OF FINANCE AND ADMINISTRATION OFFICE OF PURCHASING,  
TRAVEL AND FLEET MANAGEMENT  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET JACKSON,  
MISSISSIPPI 39201**

ENVELOPES

08/01/15

SUPPLIER: Tampa Envelopes

SUPPLIER NUMBER: 3100016376

CONTRACT NUMBER: 8200003817

CONTRACT SMART NUMBER: 1130-14-C-SWCT-00332

EFFECTIVE DATES: August 1, 2011 through July 31, 2012

EXTENDED DATES: August 1, 2012 through July 31, 2013

EXTENDED DATES: August 1, 2013 through July 31, 2014

EXTENDED DATES: August 1, 2014 through July 31, 2015

EXTENDED DATES: August 1, 2015 through July 31, 2016

1. AUTHORITY

1.1 This certifies that the Envelopes Contract has been extended for an additional twelve (12) months.

A revised Envelopes Contract is included with this extension.



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(Revised: 08/01/15)

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## 1. AUTHORITY

- 1.1 This certifies that a contract has been executed between the Office of Purchasing and Travel, an Office of the Department of Finance and Administration for the State of Mississippi and the herein designated contractor or contractors pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the commodities specified herein.

## 2. APPLICATION

- 2.1 All purchases made by state agencies for commodities included under the provisions of these contracts shall be purchased under the terms of these contracts unless exempt by special authorization from the Office of Purchasing and Travel.

Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the prices offered herein may be extended to the governing authorities. However, the governing authorities, by provisions of Section 31-7-12, Mississippi Code, may purchase commodities covered by state contracts from any source offering an identical commodity at a price that does not exceed the state contract price.

Commodities purchased under provisions of this contract from the awarded contractor or contractors or authorized distributors shall be exempt from competitive bid requirements otherwise applying to purchases by state agencies and governing authorities. Applicable purchase orders issued by state agencies, regardless of the total amount, do not require further approval by this office.

The term, governing authorities, shall be defined as to mean boards of supervisors, governing boards of all school districts, all boards of directors of public water supply district, boards of directors of master public water supply districts, municipal public utility commissions, governing authorities of all municipalities, port authorities, commissioner and boards of trustees of any public hospitals and any political subdivision of the state supported wholly or in part by public funds of the state or political subdivisions thereof.

## 3. RESTRICTION

- 3.1 Commodities not specifically listed herein may not be purchased under the provisions of this contract. It shall be understood that this

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contract supersedes all other contractual agreements applicable to the commodities covered herein.

#### 4. TRANSPORTATION

- 4.1 Freight F.O.B. Agencies and Governing Authorities: All quotations shall be f.o.b. destination. The term f.o.b. destination shall mean delivered inside any state agency and when applicable, any local government agency within the State of Mississippi, with all charges for transportation and unloading paid by the contractor.
- 4.2 Delivery for printed envelopes is to be accomplished within twenty-one (21) days after receipt of order. Delivery for plain envelopes is to be accomplished within ten (10) days after receipt of order.
- 4.3 Special Delivery: Orders may be placed that require special handling that incur extra charges. Examples of special delivery are delivery to a P. O. located within the State of Mississippi, or delivery by special carrier; for example, air freight. When such orders are incurred, the contractor shall prepay and may enter the charges that are in excess of normal charges on the invoice as a separate item for payment by the ordering agency. A copy of these charges must accompany the invoice.
- 4.4 All deliveries are subject to the inspection, count, weight, measurement, and test of the buying entities. If latent defects are discovered after envelopes have been accepted, the defective portion will be rejected and the contractor will be required to replace them within a time limit fixed by the buying agency. Any unsatisfactory shipment shall be returned to the contractor, FREIGHT COLLECT.
- 4.5 Packing: Unless otherwise specified, envelopes shall be furnished in manufacturer-sealed containers of uniform size and kind commonly used for the purpose, so constructed as to insure safe delivery to the point of delivery called for in the contract or purchase order. Packaging shall be listed on the contract.

#### 5. OTHER INFORMATION

- 5.1 Contract Format: OPTFM has listed a state contract number and a state contract *smart* number. The contract number is an automatically generated number. The smart number is a more unique identifier that lists OPTFM's agency's number, contract year and shows agencies that it is a statewide contract. Either number can be used by agencies to search for this contract in the State's e-procurement system.

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5.2 Description Format: Relevant information about each item is shown in the description column. This information includes a description of the item, the standard quantity per package and the brand. If the product is recycled, the percentage will be indicated.

5.3 Procurement Card Services: Vendors awarded commodities on the Envelopes contract will accept the procurement card for purchases of contract items.

5.4 Manufacturer/Brand: The contract lists a manufacturer/brand for each commodity listed on the contract. If it is found that items delivered are not the manufacturer/brand listed on the contract, the buying agency will reject the items and shipment shall be returned to the contractor, FREIGHT COLLECT. The contractor will be required to replace the items with the manufacturer/brand listed on the contract within a time frame fixed by the buying agency.

5.5 Minimum Order Quantity: All orders shall be for case quantities. No broken cases will be allowed. The minimum order quantity is \$100. State agencies purchasing less than \$100 will not be required to buy from the contract vendor. Vendors may honor the price for orders of less than \$100.

5.6 Overruns: Any overruns received by the ordering agency shall be considered complimentary from the vendor and shall not be included in the payment made for these envelopes.

## 6. ORDERING

6.1 Purchase Order Information: In writing the purchase order it will be necessary that you include the following information referencing the product.

- A. Vendors Name and Number
- B. Contract Number
- C. Effective Dates
- D. Item Name
- E. Item Number
- F. Brand
- G. Quantity
- H. Unit Price (each, per case, per gal., per lb., etc.)
- I. Total Price

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## 7. CONTRACT ADMINISTRATION

- 7.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 501 North West Street, 701 Woolfolk Building, Suite A, Jackson, MS 39201; Phone: 601-359-3409.
- 7.2 Invoices and Payments: After merchandise has been received and invoices submitted to the using agency, it shall be the responsibility of the using agency to make payment in compliance with appropriate instructions set forth in the Contractor Identification information.

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

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**Contractor Identification**

**Supplier Name:** Tampa Envelope

**Payment Terms:** Net 45 Days

**Contract Notes:** Order to: 6502 N. 54th St., Tampa, FL 33610

Payments to: P.O. Box 16665, Tampa, FL 33687-6665

**Delivery Term:** Free On Board Destination

**Delivery Notes:** Delivery shall be accomplished within ten (10) days after receipt of order for plain envelopes and twenty-one (21) days after receipt of order for printed envelopes.

**Contract Administrator:** Violetta Wolert  
813-621-2408  
800-282-2723  
Fax: 813-621-8889  
E-mail: vwolert@tampaenvelope.com  
Website: tampaenvelope.com